

Extensions - To "extend" means to request that you wish to keep the item you have confirmed for an additional length of time period. If the media material is **not reserved for someone else**, it may be extended. **If the item has been reserved for another teacher/classroom, it MUST be returned by the due date to Prairie Lakes AEA.** You may extend for an additional loan period by utilizing SNAP, the online catalog or by calling the AEA Lending Library at 800-594-9494. All items in the circulating collection are for supplemental use; if items are needed for longer than four weeks, it is recommended that the school district purchase that particular curricular material.

Late/Overdue Materials - It is essential that all AEA Lending Library materials in your building be picked up on the proper day in order to honor commitments to other teachers and students. If a teacher is consistently late in returning materials, a conversation with that teacher and their building principal may be held. Teachers that are habitually late in returning materials may be limited in their ability to reserve materials as late returns negatively impact learning for other students/teachers.

Lost/Damaged items - It is the responsibility of the receiving teacher to take care of AEA materials. Unless it is determined that the damage/loss was the result of malicious intent, Prairie Lakes AEA typically does not charge for lost or damaged items. The policy differs, however, for damaged or lost materials loaned from the Northwest AEA collection. There will be a charge for damaged or lost items from the collections at Sioux City and/or Sioux Center.